

GOVERNMENT OF PUDUCHERRY
MAHATMA GANDHI GOVERNMENT ARTS COLLEGE, MAHE
(Affiliated to Pondicherry University & Accredited (Second Cycle)
with B grade by NAAC)



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Criterion - 6
Governance, Leadership, and
Management



Supporting documents
for
Criterion 6

(Key Indicator 6.5.- Internal Quality Assurance System)

Meeting Minutes of the Internal Quality Assurance Cell
(6.5.2.)

MINUTES OF THE IQAC MEETING HELD AT THE
CHAMBER OF PRINCIPAL MGRAC, MAHE ON 20-03-2019
11.30 A.M.

MEMBERS PRESENT.

1. P.A.J. AROQUIASSAMY Principal
2. DR B R MANJUNATH
3. Dr. K.K. Sivadasan
4. Dr. K.M. Gopinathan
5. Dr. G. Pooleepkumar
6. Ms. SINDHU.P
7. Dr. K. Manjula
8. SUBHASREE
9. Nihal
10. Bhasha kumar Ant.
11. Vijayakumar. V
12. Dr. C.A. Aziz
13. Rajendran

[Handwritten signatures and initials corresponding to the list of members present.]

MINUTES OF THE IQAC MEETING CALLED ON 20.03.2019 AT 11.30 AM TO DISCUSS ABOUT THE ACTIVITIES OF THE IQAC DURING THE ACADEMIC YEARS 2017-18 AND 2018-19.

The meeting was started at 11.30 A.M.

The following were present :

01. Dr. P.A.J. Aroquassamy, Principal	-	Chairman
02. Dr. B.R. Manjunath, Asso. Professor of Chemistry	-	Co-Ordinator
03. Dr. C.A. Assif, Asso. Professor of English	-	Member
04. Dr. K.K. Sivadasan, Asso. Professor of Botany	-	Member
05. Dr. K.M. Gopinathan, Asso. Professor of Zoology	-	Member
06. Dr. K. Manjula, Asst. Professor of Hindi	-	Member
07. Dr. G. Pradeep Kumar, Asst. Professor of Botany	-	Member
08. Dr. N. Vijayakumar, Asst. Professor of Commerce	-	Member
09. Mrs. Sindhu. P., Asst. Professor of Computer Science	-	Member
10. Mr. Rajendran. M., Asst. Professor of Economics	-	Member
11. Mr. Suresh Babu, Supdt. i/c.	-	Administrative Officer
12. Mr. Girish. D.S., Assistant	-	Member
13. Nihal, Student, B.Sc. Zoology	-	Member
14. Subashree. R., Student, B.Com.	-	Member

The Committee expressed concern over the activities of the IQAC not projected in the College Day Report of 2017-18 and 2018-19.

Earlier, on 14.02.2019, the committee consisting of the IQAC Co-ordinator Dr. B.R. Manjunath and four senior faculties Dr. C.M. Ajith Kumar, Dr. C.A. Assif, Dr. M. Mari Bhat and Dr. S.S. Sreekumar had been asked to recommend corrective measures to improve the NAAC grading in the next reaccreditation process due in 2021. The report submitted by the committee was taken for discussion in the meeting.

1. To upload the AQAR for the past two years in the college web-site.
2. Proposals to initiate ICT teaching learning process by introducing smart class room facilities, at present, is possible only with the contribution from volunteers such as the Alumni as pioneered by the Chemistry Department. The 1989-92 B.Sc. Chemistry Batch has donated a wall-mounted LCD projector that has been installed by the Dept. and accordingly modified into a smart class room by the Department of Chemistry itself.
3. The library automation to be taken up on a priority. .
4. It is not practically feasible for the college to arrange for Basic Computer Course for all the students and is also not an essential task. When the students have access to Smart Phones and feasibilities to learn Computer skills at affordable cost, they can always lean these for themselves.

5. As per the guidelines, IQAC meeting have to be convened atleast one time in 3 months and hence such practice is to be adopted henceforth.

6. Allocation of separate fund in the annual budget to encourage research in all Departments cannot be proposed to the Govt. Funds for research activities are being granted by various Government and Private Agencies that specifically encourage research activities and provide necessary financial assistance for the same.

Hence, a Research Committee is to be set up to encourage the faculties to apply for the individual research grants in socially relevant areas and properly guided to submit successful research proposals.

7. To study the NAAC guidelines and to analyze the areas in which progress is to be initiated/strengthened so that in no aspect the NAAC score could be low in the coming reaccreditation.

8. Student feedback system is to be evolved .

9. Bio-data of the outgoing students is to be collected immediately from the concerned Departments and documented.

10. The opportunity of the Golden Jubilee is to be properly utilized to improve the infrastructure of the college and the proposals have to be prepared. To formulate the modalities and then meet once again in the next month.

11. As recommended by the AAA and as seen from the Annual College Day Report, the pass percentage of certain Departments required improvement. Suggestions have to be proposed to improve the results in the University Examinations.

12. Constitution of Language Laboratory and raising the fund for the same is to be planned.

13. Remedial Classes and the time slot for the same is to be evolved.

14. Plan for the starting of Coaching Classes for UGC/JRF/NET by Departments running PG courses.

15. The IQAC is to meet once again in the next month to review the developments.


CHAIRMAN
IQAC, MGGAC

Online Meeting held on 11/08/20

Fifteen members were present

- Agenda
- (1) Review of online classes
 - (2) Online assessment strategies
 - (3) Internal Examination - Online

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Minutes of IQAC meeting held on 10-01-2022 at
Principal's Chamber M.G.A.C. at 8.30 pm.

- ① DR. K.M. Gopinathan
- ② Dr. K.K. Sindharan
- ③ Dr. V. Vijayakumar
- ④ Dr. Arijit Ghosh
- ⑤ Shijith T
- ⑥ Rajesudhan M
- ⑦ A. Sajee Kumar
- ⑧ Abhishek Buxi
- ⑨ Dr. B.A. MANTONATH
- ⑩ Dr. G. Pandeep Kumar
- ⑪ Dr. Rima Komaliyam
- ⑫ Dr. SATHISH - B
- ⑬ Dr. Rekha Kurre
- ⑭ Dr. Rashmi Anugeri
- ⑮ Dr. C.A. Assif

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- ① Results of University exam analysed and remedial classes time-table (schedule) were made.
- ② Insisted all H.O.D's to conduct Parent's meeting to discuss results and improvement of academic environment.
- ③ IQAC completion steps and procedures were discussed.



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Minutes of IQAC meeting held on 12-10-2022 at the Principals Chamber, MGACE at 3.30 p.m.

1. DR. K.M. Gopinathan
2. Dr B.R. Manjunath
3. Mr K.K. Baburaj
4. Sindhu
5. P. RAVINDRAN
6. ARJIT GHOSH
7. Abhishek Buxi
8. Dr. Rema Komdijam
9. Dr. Rekha Kurre
10. Dr. Rosuli Ameyeri
11. Rajendran M
12. Girish D S

12.10.22

[Signatures]

Rema

Rkure

BM (MSD)

[Signatures]

- ① Weak students' identification and arrangement of tutorial classes
- ② Declaration of Plastic free Campus

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Minutes of IQAR meeting held on 08/02/2023 at
Principal's chamber, MGUAC at 3.30pm.

Agenda.

- (1) Approval of minutes of previous meeting held on 12-10-2022.
- (2) AQAR 2020-21 preparation (progress of preparation)
- (3) Any other relevant matter related to NAAC.

1. Dr. K.M. Gopinathan.
2. Dr. G. Pradeep Kumar
3. Dr. Rekha Kume
4. Dr. SATAGESH . B
5. Dr. Roshli Ameyan
6. Dr. Rema Kandiyam
7. Girish D S
8. P. SINDHU.
9. Dr BR ~~MAJUNATH~~ATH.
10. Dr. R.K. Sivadasan
11. Shijith T
12. Abhishek Buxi
13. Arijit Ghosh
14. Rajendran M

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R Kumar
Sattar
08/02/2023.

BM ONERO

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8.2.23

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Dr. C.A. Achis

- (1) To convene an alumni meeting department wise - and thereafter bigger meeting
- (2) To complete filling all the data in AQAR by different ~~committees~~ groups.



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Minutes of the meeting of the IQAC's Self Study Report (SSR) drafting committee held on 9/2/2023 at 3.00 P.M. in the Principal's chamber of Mahatma Gandhi Government Arts College, Mahe.




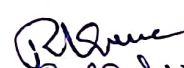

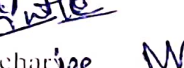
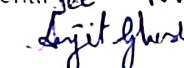


Agenda of the Meeting:

1. Preliminary discussion relating to the commencement of the drafting of the Self Study Report (SSR).
2. To familiarize with the Institutional Accreditation manual for the affiliated colleges issued by National Assessment and Accreditation Council.

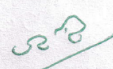
Decisions taken in the meeting:

1. It was decided to distribute the seven criteria-based assessment tasks to the members of the SSR drafting committee which is as follows:
 - a) Curricular Aspects – Dr. Anil Raj K.N., Assistant Professor, Department of Botany.
 - b) Teaching – Learning and Evaluation – Dr. Rekha Kurre, Assistant Professor, Department of Hindi.
 - c) Research, Innovation and Extension – Dr. Priya Bharali.
 - d) Infrastructure and Learning Recourses - Dr. Twinkle, K.
 - e) Student Support and Progression – Dr. Monojit Bhattacharjee
 - f) Governance, Leadership and Management – Dr. Manoj Pillai, Assistant Professor, Department of Commerce.
 - g) Institutional Values and Best Practices – Dr. Arijit Ghosh, Assistant Professor, Department of English.
2. It was decided to co-opt Dr. G. Pradeep Kumar, Assistant Professor, Department of Botany and Coordinator of NIRF/AISHE Committee into the SSR drafting committee.

Members Present in the meeting:

1. Dr. C.A. Assif (Principal) - 
2. Dr. K.M Gopinathan (Co-Ordinator IQAC) - 
3. Dr. Manoj Pillai - 
4. Dr. Anil Raj K.N. - 
5. Dr. Rekha Kurre - 
6. Dr. Priya Bharali - 
7. Dr. Twinkle - 
8. Dr. Monojit Bhattacharjee - 
9. Dr. Arijit Ghosh - 




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Minutes of the meeting of the IQAC's Self Study Report (SSR) drafting committee held on 21/2/2023 at 3.30 P.M. in the Principal's Chamber of Mahatma Gandhi Government Arts College, Mahe.


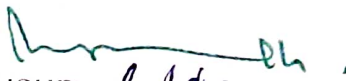
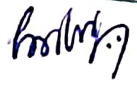

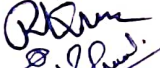

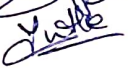
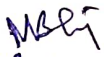

Agenda of the Meeting:

1. To get feedback from the members relating to their preliminary assessment about different criterions assigned to them.
2. Any other matter associated with the preliminary assessment of the seven criterions.

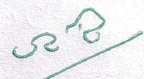
Decision taken:

- a) It was decided to take printouts of the data templates for data collection under different criterions and distribute the same to the members of the SSR drafting committee in the next meeting.

Members Present:

1. Dr. C.A. Assif (Principal) - 
2. Dr. K.M Gopinathan (Co - Ordinator IQAC) - 
3. Dr. G. Pradeep Kumar (Co - Ordinator NIRF/AISHE) - 
4. Dr. Manoj Pillai - 
5. Dr. Anil Raj K.N.
6. Dr. Rekha Kurre - 
7. Dr. Priya Bharali - 
8. Dr. Twinkle K. - 
9. Dr. Monojit Bhattacharjee - 
10. Dr. Arijit Ghosh - 


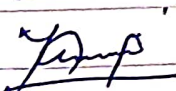
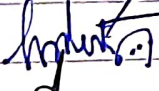

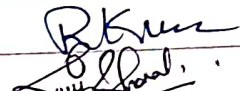
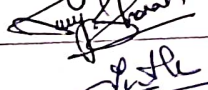
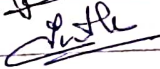



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Minutes of the S.S.R. committee meeting of I.Q.A.C
held on 23/2/2023 at the Principal's chamber
at 3.30 P.M.

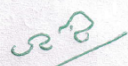
Agenda:

- a) Finalisation of criterions for the SSL Report drafting.
- b) Any other relevant matter ~~dequised~~ related with SSL Report drafting.

- 1) Dr. K.M. Gopinathan — 
- 2) Dr. Gangaj Pillai — 
- 3) Dr. B. Radhakrishnan — 
- 4) Dr. Arijit Ghosh — 
- 5) Dr. Manojit Bhattacharyee — MBH
- 6) Dr. Rekha Kume — 
- 7) Dr. Priya Bhavali — 
- 8) Dr. Twinkle K — 






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Minutes of the meeting of the IQAC's Self Study Report (SSR) drafting committee held on 23/2/2023 at 3.30 P.M. in the Seminar Hall of Mahatma Gandhi Government Arts College, Mahe.

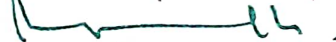



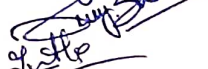
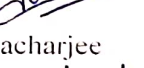
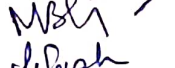
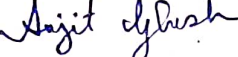
Agenda of the Meeting:

1. Discussions relating to the contents of the data templates.
2. Analysis of the Standard Operating Procedures for data validation and verification of the affiliated college manual.

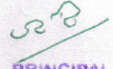
Decision taken:

1. To commence data collection and filling of the data templates for the respective criterions.
2. To circulate Standard Operating procedures for data validation and verification among the drafting committee members for reference purpose.

Members Present:

1. Dr. K.M Gopinathan (Co – Ordinator IQAC) – 
2. Dr. G. Pradeep Kumar (Co – Ordinator NIRF/AISHE) – 
3. Dr. Manoj Pillai – 
4. Dr. Anil Raj K.N. –
5. Dr. Rekha Kurre – 
6. Dr. Priya Bharali – 
7. Dr. Twinkle. K. – 
8. Dr. Monojit Bhattacharjee – 
9. Dr. Arijit Ghosh – 




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Combined committee of S.S.R and IQAC committee meeting held on 11-05-2023 in the Principals chamber at 3.30 pm.

Agenda of the meeting:-

- ① Completion of AQAR 2020-21 Review -
② SSR preparation progression of CSSR draft

Members

- | | |
|------------------------|--|
| ① DR. K. M. Gopinathan | |
| ② DR. ARJIT GHOSH | |
| ③ SINDHU P | |
| ④ Abhishek Buxi | |
| ⑤ Dr. Manoj Pillai - | |
| ⑥ Rajendran M | |
| ⑦ Manjit Bhattacharjee | |
| ⑧ Shijith. T | |
| ⑨ Dr. Rekha Kurre | |
| ⑩ Dr. Priya Bhavali | |
| ⑪ Dr. Rosuli Ameyeri | |
| ⑫ Dr. Twinkle K | |
| ⑬ Dr. Rema Kandiyam | |
| ⑭ Dr. K. K. Girdharan | |
| ⑮ Dr. G. Pradeep Kumar | |



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Minutes of the meeting of the IQAC's Self Study Report (SSR) drafting committee held on 11/05/2023 at 2.30 P.M. in the Seminar Hall of Mahatma Gandhi Government Arts College, Mahe.

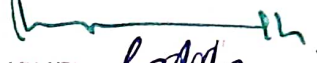

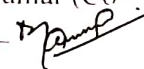



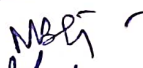
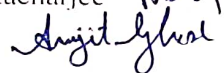
Agenda of the Meeting:

1. Discussions relating to the progress in the data collection of the different criterions.
2. To set specific targets to accomplish during the summer vacation.

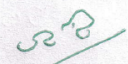
Decisions taken:

1. It was decided to collect maximum possible data for the quantitative metrics of each criterion so that the same can be used to expedite the filling of the data templates during the vacation.
2. It was decided to commence the writeups for the qualitative metrics of the different criterion based on the available data.

Members Present:

3. Dr. K.M Gopinathan (Co – Ordinator IQAC) – 
4. Dr. G. Pradeep Kumar (Co – Ordinator NIRF/AISHE) – 
5. Dr. Manoj Pillai – 
6. Dr. Anil Raj K.N. -
7. Dr. Rekha Kurre – 
8. Dr. Priya Bharali 
9. Dr. Twinkle. K. 
10. Dr. Monojit Bhattacharjee 
11. Dr. Arijit Ghosh 



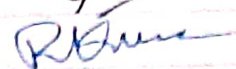


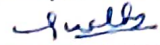




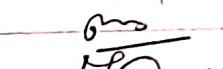




 PRINCIPAL
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MINUTES OF COAC MEETING HELD ON 21-07-2023
AT 11:30AM IN PRINCIPAL'S CHAMBER

Members Present

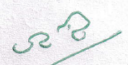
1. Dr. K.M. Gopinathan
2. Dr. B. Pradeep Kumar
3. Rajendran M
4. Abhisekh Buxi
5. Dr. Rekha Kume
6. Dr. Rosli Ameyeri
7. Dr. Rema Kandiyam
8. SINDHU P
9. Dr. ARJIT GHOSH
10. Shijith T
11. Dr. K.K. Sivasubram
12. Dr B R Manjunath
13. Dr. K.K. Subburaj
14. Dr. Manoj Pillai

Agenda

- ① Year plan discussion of academic year 2023-24.
 - (a) Departmental Association formation -
 - (b) Planning/proposal making of Seminar/symposia/workshop
 - (c) Research project proposal -
 - (d) Admission, starting of 1 year classes, internal assessment
- ② SSR A&AR preparation
- ③ SSR preparation -
- ④ Any other matter pertaining quality improvement.
various committee formations.



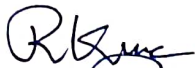

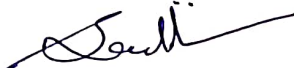
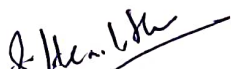
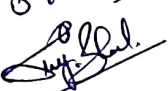
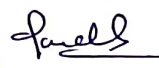


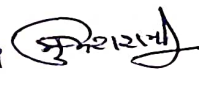


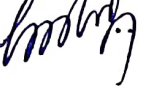
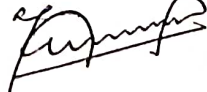

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Minutes of the meeting of the IQAC's Self Study Report (SSR) drafting committee held on 02/08/2024 at 3.00 P.M. in the seminar hall of Mahatma Gandhi Government Arts College, Mahe.

Agenda of the Meeting:

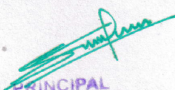
1. To discuss about the progress of the work done in Criterion 4 and Criterion 7.
2. To discuss about the writeups on Executive Summary, Institutional preparedness for NEP, and Institutional initiatives for electoral literacy.
3. Any other matter related with the drafting of the Self Study Report.

MEMBERS PRESENT

1. Dr. Rekha Kurre 
2. Dr. Indira P.M. 
3. Dr. K. Sarikala 
4. Dr. S. Hemalatha 
5. Dr. Priya Bhavali 
6. Dr. P. Sindhu 
7. Nisha K.v. 
8. Arjit Ghosh 
9. Dr. Mukesh Kumar Sharma 
10. Dr. C.A. Asif 
11. Dr. K.m. Laxminathan 
12. Dr. B. Poodeep Kumar 
13. 


PPL





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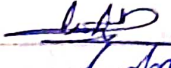
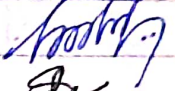

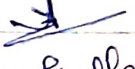

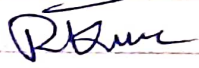
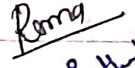
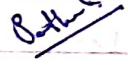


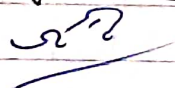
IQAC meeting held on 21/11/2023 at 2:30 pm
in Principal's Chamber.

Agenda.

① AQAR 21-22 Submission.

② It was decided to constitute SSR Drafting meeting Committee and to nominate Dr. Manoj Pillai as the Convener.

Members :-


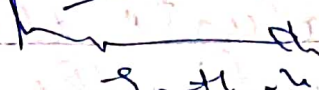
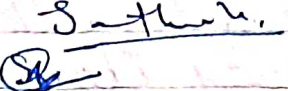

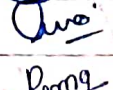

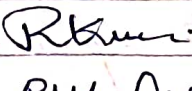
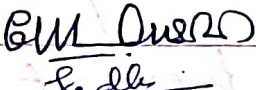
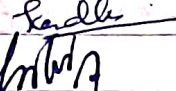
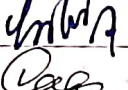
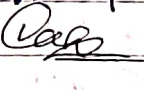
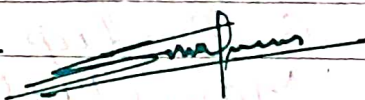
- | | | |
|----|----------------------|---|
| ① | Girish S |  |
| ② | Dr. B. Pradeep Kumar |  |
| ③ | Shijith T |  |
| ④ | Dr. Arijit Ghosh |  |
| ⑤ | Dr. Sindhu P |  |
| ⑥ | Dr. Rekha Kurre |  |
| ⑦ | Dr. Rima Kamdiyam |  |
| ⑧ | Dr. SATACEESH B |  |
| ⑨ | Rajendran M |  |
| ⑩ | Dr. Anupam |  |
| 11 | Dr. C. A. Ashv (PPL) |  |



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1. PAC meeting held on 22/2/24 at 10.30 am
in Principal's chamber.

Agenda

1. Dr. C. A. Aziz 
2. Dr. K. M. Laxminathan 
3. Dr. J. A. H. Sathya 
4. Shrijala T 
5. Abhishek Buxi 
6. Dr. Rema Kandayan 
7. Dr. Rekha Kurre 
8. Dr. Rashli Amyer 
9. Dr. P. SINDHU 
10. Dr. G. Pradeep Kumar 
11. Dr. Rajadran M 
12. Dr. K. K. Sarafarman PPL 



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